

ARTICLE 17 – MEDICAL LEAVE

17.1 (a) Employees budgeted at .75 FTE to 1.0 FTE will receive one annual front-loaded amount of 52 hours of Medical Leave on January 1, 2017, and on January 1, 2018. This amount is equivalent to 2.00 hours per pay period or 6.5 days per year. Employees budgeted at .40 FTE to .74 FTE will receive one annual front-loaded amount of 40 hours of Medical Leave on January 1, 2017, and January 1, 2018. The City provides Medical Leave in order to maintain the employee's salary when unable to work due to illness or injury and as otherwise provided under the Oregon Sick Time law, subject to the employee's available balance. Medical Leave accumulation shall be unlimited.

(b) Employees hired during the calendar year, whose positions are budgeted at .40 FTE to .74 FTE, will receive a front-loaded amount of 40 hours of Medical Leave, which they may use after 30 days of employment. Employees hired during the calendar year, whose positions are budgeted at .75 FTE to 1.0 FTE, will receive a front-loaded amount of 52 hours of Medical Leave, which they may use after 30 days of employment. These employees will receive front-loaded Medical Leave hours on the following January 1st, as provided in Section 17.1(a) above.

17.2 Employees may use Medical Leave for the following purposes:

- Qualifying absences under the Oregon Sick Time law (up to 40 hours per year);
- Qualifying absences under OFLA/FMLA, domestic violence leave laws, or as otherwise provided by law;
- Other illness or injury of the employee or the employee's "family member" if the employee's presence is needed for care. "Family member" shall have the same meaning as under OFLA, and also includes the employee's siblings and opposite-gender domestic partner;
- Bereavement leave in excess of the paid bereavement leave provided by the City under Article 18.

An employee's use of Medical Leave to care for a domestic partner is subject to the submission of the domestic partner affidavit included in Appendix F.

In the event of an unscheduled absence from work because of sickness or injury of the employee or the employee's family member, the employee shall notify the Department Head or supervisor as soon as possible of the absence and the expected length thereof. Unless otherwise provided by law, notice should be given no later than 30 minutes before the scheduled work shift.

17.3 A physician's statement of the need for the employee's absence may be required if the employee has been absent more than three consecutively scheduled workdays due to the employee's illness or injury. The physician's statement, if required, shall be paid for by the City in the event the employee's health insurance does not cover the cost.

17.4 Employees are encouraged to make routine medical appointments outside of regular work hours whenever possible. With supervisor approval, employees may be permitted, at the employee's request, to make up some or all of the time required for routine medical appointments provided there is a business need. The absence must be made up within the pay week during which the appointment occurred. An employee's request to make up time shall not be unreasonably denied.

17.5 Regular employees (budgeted at .75 FTE to 1.0 FTE) who have a Medical Leave balance of 514 hours or more may choose to convert up to 12 of the 52 front-loaded hours of Medical Leave received on January 1, into Paid Time Off (PTO). This one-time per year election must be made by January 31. The conversion will be completed in February.